

## **POLICY AND PROCEDURES FOR MEETING WITH PHARMACEUTICAL MANUFACTURERS**

In the spirit of fairness, consistency and integrity, the following policy and procedures will apply to all meetings between Medicaid and representatives of the pharmaceutical industry (hereafter referred to as PI reps):

1. All meetings between Medicaid and PI reps must be scheduled in advance. PI reps making cold calls to the Medicaid office will not be given a forum.
2. Priorities on meeting dates between Medicaid and PI reps will be determined by the agenda and priorities of the Alabama Medicaid Agency.
3. All meetings must be requested in writing. All requests should include the purpose for the meeting as well as contact information for the requestor. Requests may be sent via email, FAX or US Mail.
4. Upon receipt of a request for a meeting, Medicaid will make a determination of appropriate action. If Medicaid determines that the request can be handled without a meeting, the PI rep will be notified. If Medicaid determines that a meeting is required, the PI rep will be contacted for scheduling.
5. Medicaid will not grant meetings to PI reps for the purpose of introductions. Scheduled DUR Board and P&T Committee meetings are open to the public and are the ideal time to meet Medicaid staff.
6. Medicaid will not grant meetings to PI reps for the purpose of product presentations. If there is a valid concern regarding Medicaid policy governing a product, information detailing the concern/issue should be submitted in writing to the Medicaid Pharmacy Program Manager.
7. Only submitted and approved agenda items may be discussed during a meeting between Medicaid and PI reps. If further unrelated issues are identified during a meeting, a separate meeting will need to be requested.
8. The pharmaceutical industry is expected to limit to two (2), the number of PI reps to meet with Medicaid unless Medicaid has granted approval in advance.

9. The breakfast, lunch and dinner period is excluded as a meeting time and forum.
10. This policy applies to all meetings involving the Medicaid Pharmacy Program staff and Medicaid clinical staff to include meetings pertaining to Pharmacy Program issues, product discussions, disease management opportunities and Preferred Drug Program negotiations.
11. Requests for meetings should be directed as follows:

**Kelli Littlejohn, R.Ph., Pharmacy Services Director**

Email: [klittlejohn@medicaid.state.al.us](mailto:klittlejohn@medicaid.state.al.us) or FAX: (334) 353-5623

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